

# LIBRARY INSTRUCTION WORKBOOK



College Library  
University of California  
Los Angeles



LIBRARY INSTRUCTION WORKBOOK  
A Self-Directed Course in the Use of  
UCLA's College Library

by  
Miriam Dudley

Student's Name \_\_\_\_\_

College Library  
University of California Library  
Los Angeles

1981

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UNIVERSITY OF CALIFORNIA, LOS ANGELES

## Introduction

This course in library skills is designed to acquaint you with the facilities and resources of the library. The skills and knowledge acquired in this course will be useful throughout your academic career, in whatever library you may be working.

The assignments are to be completed within a given period of time, and you may proceed at your own pace. For each assignment, carefully read the information on the white pages and then turn to the colored question sheet. Your set of questions is unique; no other student in your class has the same questions for any assignment except the first. Circle the letter (a, b, c, d, or e) which corresponds to the correct answer for each assignment. When you have completed all the assignments, turn in your workbook at the College Library Instructional Lab, Room 240, Powell Library Building. At that time allow fifteen minutes for transcribing your answers and having them corrected. You may then make corrections, if necessary, and return your workbook for further review. When all questions have been answered correctly, you will have completed the course, you will know everything the course has tried to teach you, and your "COMPLETE" will be forwarded to your instructor. All twenty assignments must be completed correctly.

It is important that you examine carefully all the reference books mentioned, not just those required to answer your set of questions, since you will need to know about and use these books in the years to come. The librarians at the College Library Reference Desk are there to help you with your assignments. Be sure to ask them for assistance.

## Table of Contents

	Page
1. Library Tour . . . . .	1
2. Locating Books and Periodicals . . . . .	4
3. Card Catalog - Author and Title Approach . . . . .	9
4. Card Catalog - Subject Approach. . . . .	13
5. Library of Congress Classification System. . . . .	16
6. Library of Congress Subject Headings . . . . .	23
7. Dictionaries . . . . .	25
8. Encyclopedias. . . . .	28
9. Atlases. . . . .	32
10. Almanacs . . . . .	35
11. Plot Summaries . . . . .	38
12. Periodical Indexes . . . . .	40
13. College Library Periodicals. . . . .	44
14. Biographies. . . . .	46
15. Book Review Indexes. . . . .	50
16. Newspaper Indexes. . . . .	52
17. Microform. . . . .	54
18. Audio-Visual . . . . .	56
19. Pamphlets. . . . .	58
20. <u>UCLA's Catalog of the Library, 1919-1962</u> and the University Research Library. . . . .	60
The End - The Beginning. . . . .	62

## ONE

### Library Tour

The College Library, one of the eighteen libraries on campus which constitute the University Library system, is located in the Powell Library Building. The College Library contains approximately 190,000 books and subscribes to approximately 900 periodicals. While the services and collections of this library are designed to meet most of the basic study needs of the undergraduate, referrals are made to other libraries by the reference librarians whenever necessary.

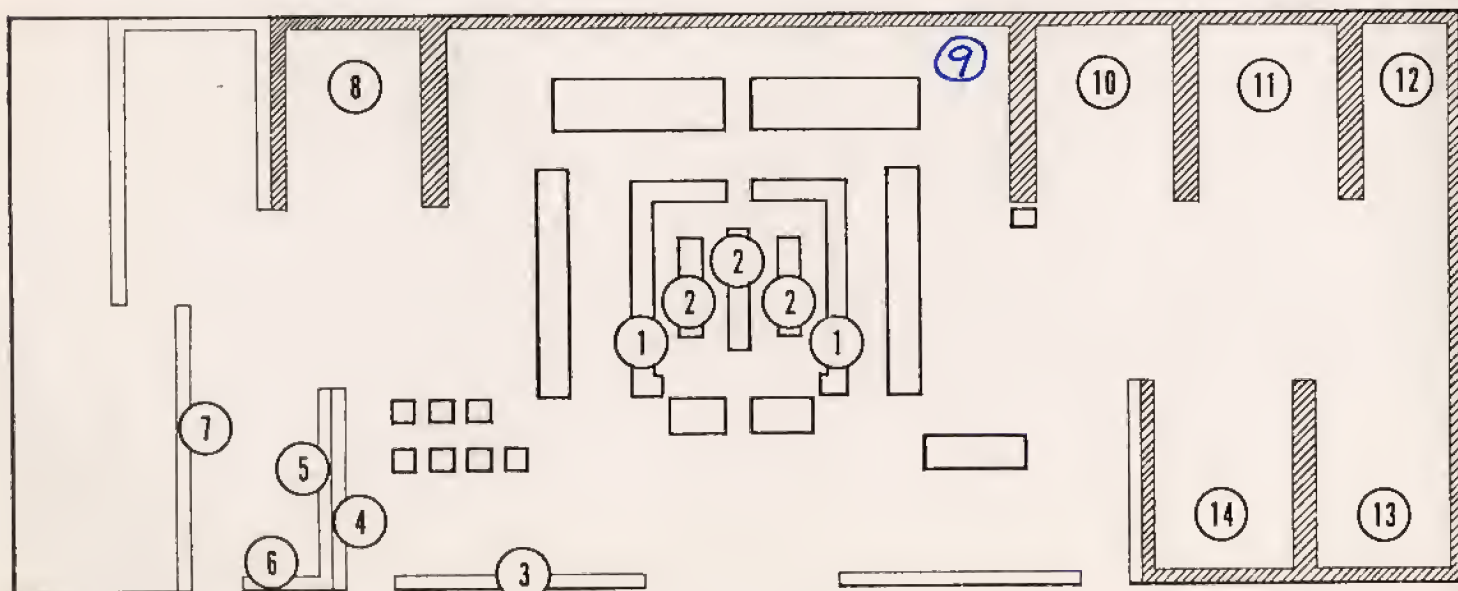
Learning to use a library effectively can make the difference between success and failure at college. Rather than take you in a group on a guided tour, we have designed a self-paced, self-directed tour of the College Library which features many of the tools and resources you will need to use to answer the questions in this book. YOU WILL NEED TO REFER TO THE FOLLOWING PAGES FOR LOCATIONS AS YOU PROGRESS THROUGH THE BOOK.

Please feel free to ask questions at the Reference Desk if you need help.

MAIN READING ROOM

- 1 - Reference Counter
- 2 - Reference Desk Collection
- 3 - Reference Wall Collection  
(Call numbers AE - BL)
- 4 - Reference Wall Collection  
(Call numbers BL - GV)
- 5 - Reference Wall Collection  
(Call numbers H - PD)
- 6 - Reference Wall Collection  
(Call numbers PE - SB)
- 7 - Reference Wall Collection  
(Call numbers SF - Z)
- 8 - Periodicals  
(Call numbers AG AP  
305 - 2 )  
N84 P943)
- 9 - Periodicals  
(Call numbers AP DS  
2 - 501)  
R14 F22)

- 10 - Periodicals  
(Call numbers DS H  
501 - 1 )  
H26 S66)
- 11 - Periodicals  
(Call numbers H JA  
1 - 4 )  
S72 C17)
- 12 - Periodicals  
(Call numbers JA NA  
8 - 1 )  
P75 G73)
- 12-13 Periodicals  
(Call numbers JA Q  
8 - 1 )  
P S413  
75)
- 14 Periodicals  
(Call numbers Q Z  
1 - 7403)  
S44 S42)



## ASSIGNMENT ONE

### Library Tour

1. First go into the Powell Library Building through the main entrance and go up the stairway to the College Library, keeping to the right. At the top of the stairs turn left, into the Main Reading Room. Directly ahead of you are the Reference Desks, with the number  
a. 10      b. 7      c. 3      d. 29      e. 42
2. As you stand in the doorway, on the wall to your left are the encyclopedias, with the number  
a. 11      b. 52      c. 6      d. 3      e. 22
3. Straight ahead of them is the Card Catalog with the number  
a. 32      b. 6      c. 4      d. 1      e. 14
4. Between the Card Catalog and the Reference Counter is the Biography Case, with the number  
a. 23      b. 8      c. 9      d. 12      e. 17
5. Beyond the Biography Case you note on the Reference Counter the Library of Congress Subject Headings (two red volumes), with the number  
a. 23      b. 16      c. 3      d. 4      e. 5
6. Beside it on the Counter is Webster's Unabridged Dictionary, 3rd edition, with the number  
a. 23      b. 16      c. 3      d. 4      e. 5
7. Walking on around the back of the Counter you see on the table to your left, the blue set of UCLA's Catalog of the Library, 1919-1962, with the number  
a. 10      b. 13      c. 8      d. 5      e. 41
8. Next, you note the Book Review Table, with the number  
a. 7      b. 42      c. 3      d. 2      e. 8
9. Beyond the Book Review Table, note a red arrow on top of the book shelves. It is pointing to the Atlas Case, with the number  
a. 17      b. 32      c. 5      d. 3      e. 11
10. Your back to the Atlas Case, you look to your left toward Room 240 and see a drawing of a hand on top of the book shelves. It is pointing to the News Index Case where the New York Times Index is shelved, with the number  
a. 12      b. 22      c. 6      d. 16      e. 1



11. Between the New York Times Index and the Reference Desk you see Index Case I. It contains, along with other periodical indexes, the Readers' Guide. The number on Index Case I is

- a. 21      b. 7      c. 33      d. 40      e. 9

12. On the Reference Counter, directly opposite the Readers' Guide, is the Serials File, with the number

- a. 7      b. 4      c. 18      d. 16      e. 21

13. Across from the Reference Desk, next to the entrance to the Main Reading Room, is the Ready Reference Shelf, with the number

- a. 26      b. 32      c. 14      d. 19      e. 20

14. Walking past the Reference Desk, you leave the Main Reading Room, walk past the Paperback Collection and enter the Rotunda where you note the four alcoves containing the New Book Shelf collection with the number

- a. 46      b. 11      c. 17      d. 15      e. 36

15. Straight ahead, opposite the Main Reading Room you enter the Stacks. Over the stairway leading down is the number

- a. 20      b. 21      c. 9      d. 30      e. 7

16. Leaving the Stacks, you enter the Rotunda and turn to your right, walk through the News Room and turn right into the orange corridor. You walk down the orange corridor to the Audio/Visual Center. On the card catalog for the A/V collection is the pink card with the number

- a. 8      b. 17      c. 9      d. 23      e. 2

17. Also in this room you see microfilm and microfiche readers and a blue filing case containing the New York Times on microfilm and an orange filing case containing periodicals on microfiche. The number over the blue filing case is

- a. 6      b. 10      c. 5      d. 18      e. 13

18. Returning to the News Room, you cross the Rotunda to the Circulation Counter straight ahead, with the number

- a. 2      b. 12      c. 17      d. 4      e. 23

Toilets are one floor up and one floor down. A water fountain, pencil sharpeners, and photo duplicating machines are available on this floor. Ask the reference librarians to direct you to them and to any other facilities or resources you are interested in. Also ask for a copy of the guide to the College Library, floor plans, and other detailed information about services, policies, and procedures.

## Locating Books and Periodicals

All College Library books are shelved in the Stacks, except Reference Section books, New Book Shelf Books, and books placed temporarily on limited loan behind the Circulation Counter. College Library periodicals are shelved in the Main Reading Room.

## HOW TO LOCATE A BOOK IN THE STACKS

The "Stacks" refers to the area which houses the main portion of the collection. College Library books are shelved by call numbers, which group the books according to subject. Stack Level 5 is adjacent to the Rotunda and houses books with call numbers A-DA; call numbers DB-N are on Stack Level 4; and call numbers P-Z are on Stack Level 3. OVERSIZE BOOKS (those with \* in front of the call number) are against the south and west walls on each Stack Level.

First find the right section, then locate the first letter of the call number (H, for example). Then look for the second letter, if there is one. Plain H comes before HA, and HM comes after HJ and before HX. Then look for the particular number which is the second portion of the call number. The third portion of the call number will start with a letter (HM, for example)

23

S

which will be followed by numbers. These numbers should be read as though there were a decimal point before the number. Thus HM will be shelved

23

S56

before HM because .56 is smaller than .8.

23

S8

## HOW TO CHECK OUT A BOOK OR A PERIODICAL

Fill out a CHARGE CARD for each item to be checked out. Charge cards are in holders on tables near the Card Catalog and the Circulation counter, and also inside the entrance to the Stacks. Present the card and the book, together with your Registration Card (which, along with your student I.D., serves as your library card), to the Attendant at the Circulation Counter. There is no limit to the number of Stack books which may be checked out to one person. College Library books circulate for two weeks, one day, or two hours. Bound periodicals circulate for two days.

## HOW TO RETURN A BOOK OR PERIODICAL

Return a fourteen-day book or a two-day periodical which has been checked out to the book return slot at the Circulation Counter or the one at the west entrance when the library is open. After the library is closed you may use the book return chute at the west entrance for returning fourteen-day books or two-day periodicals. HOWEVER, IT IS IMPORTANT TO REMEMBER THAT ONE-DAY AND TWO-HOUR BOOKS MUST BE RETURNED DIRECTLY TO THE CIRCULATION COUNTER BOOK CHUTE WHEN THE LIBRARY IS OPEN FOR SERVICE. THERE IS AN AFTER-HOURS CHUTE IN ROOM 200 FOR RETURNING ONE-DAY AND TWO-HOUR BOOKS WHEN COLLEGE LIBRARY IS CLOSED BUT POWELL LIBRARY BUILDING IS STILL OPEN. Reference Section books and pamphlets must be returned to the Reference Desk.

## HOW TO LOCATE A BOOK ON THE NEW BOOK SHELF

Books in the New Book Shelf collection are shelved in the alcoves in the Rotunda in alphabetical order by the author's last name (no call number is assigned to them until they are removed from the New Book Shelf collection). These books circulate for two weeks.

## HOW TO LOCATE RESERVE READINGS, EXAMINATIONS, AND LECTURE NOTES

Books placed on two-hour reserve are kept behind the Circulation Counter. These titles are listed in the main Card Catalog and can also be found in a separate Course Catalog near the Circulation Counter. Fill out a red-tipped charge card with the call number of the book and give it to the attendant at the Circulation Counter. Books on one-day reserve are also listed in the Course Catalog but remain in call number order in the stacks. Red-tipped charge cards should be filled out and presented along with the book at the Circulation Counter. Examinations and lecture notes are listed in the Course Catalog only and circulate on a red-tipped card for two hours.

## HOW TO LOCATE A PERIODICAL

Bound periodicals are in the Main Reading Room in call number order. They are listed in the public catalog by title and there is also a separate file of College Library periodical titles on the Reference Counter.

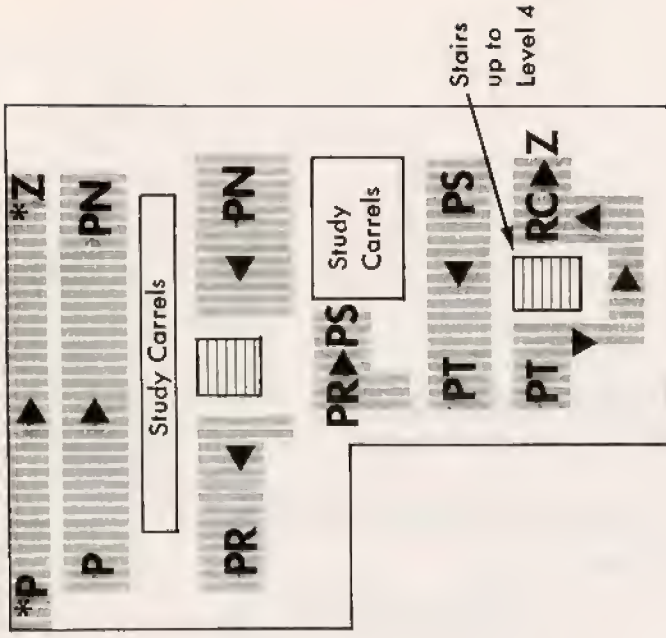
TWO

SAMPLE OF COMPLETED CHARGE CARD

M W F A	W E E K	CALL NUMBER	
		PR 1924 C 59 c E	
		VOL. _____ COPY _____	
M W E E K	UNIVERSITY OF CALIFORNIA, LOS ANGELES		
F B	AUTHOR	1	
M W E E K	Clemen, Wolfgang	2	
F C	TITLE	3	
M W E E K	Chaucer's Early Poetry	4	
F D	DATE OF PERIODICAL	5	
M W E E K	PHONE	6	
F D	SIGN FULL NAME	7	
O T H E R	X Mary Andrews	8	
B I Z I D	PRINT FULL NAME	9	
A	Mary Andrews	10	
E	PRINT STREET ADDRESS	11	
C	514 Gayley Ave.		
D	PRINT CITY		
	LA		
	ZIP CODE		
	90024		
CAMPUS		CHECK ACCORDING TO CARD SHOWN:	
	<input checked="" type="checkbox"/> UNDERGRADUATE	<input type="checkbox"/> GRADUATE (OTHER UCI)	<input type="checkbox"/> FEE (COMPANY)
	<input type="checkbox"/> GRADUATE	<input type="checkbox"/> ACADEMIC (OTHER UCI)	<input type="checkbox"/> FEE (INDIV.)
	<input type="checkbox"/> EXTENSION	<input type="checkbox"/> COURTESY (FAC.)	<input type="checkbox"/> REFERENCE
	<input type="checkbox"/> ACADEMIC (UCLA)	<input type="checkbox"/> COURTESY (OTHER)	<input type="checkbox"/> OTHER
	<input type="checkbox"/> STAFF (UCLA)		

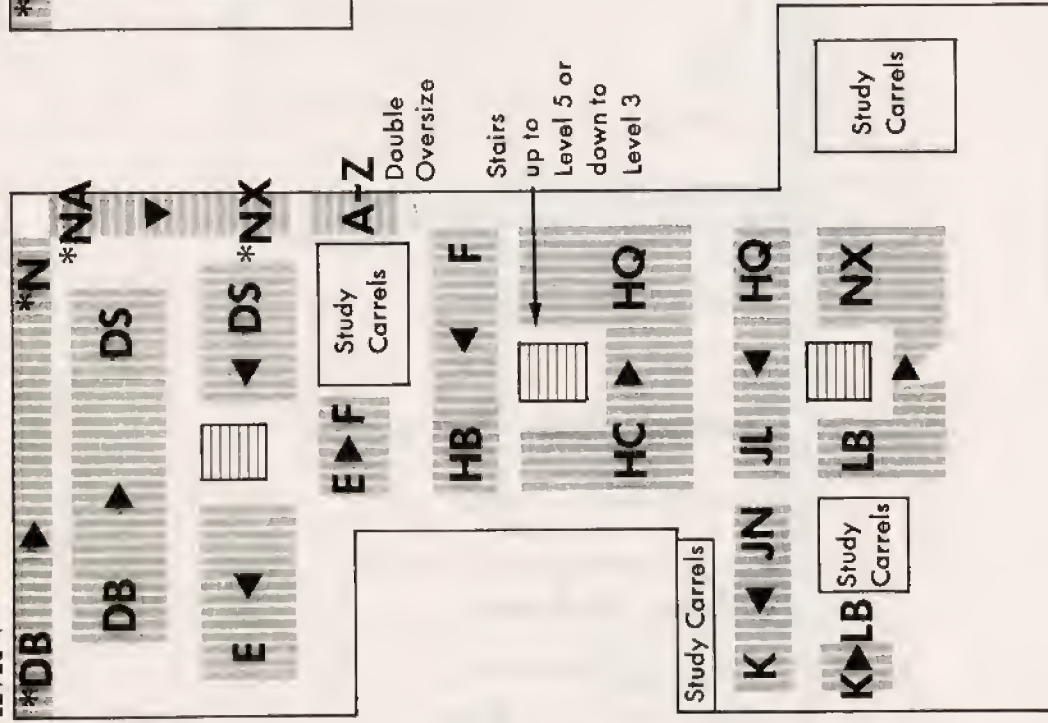
SOUTH

LEVEL 3



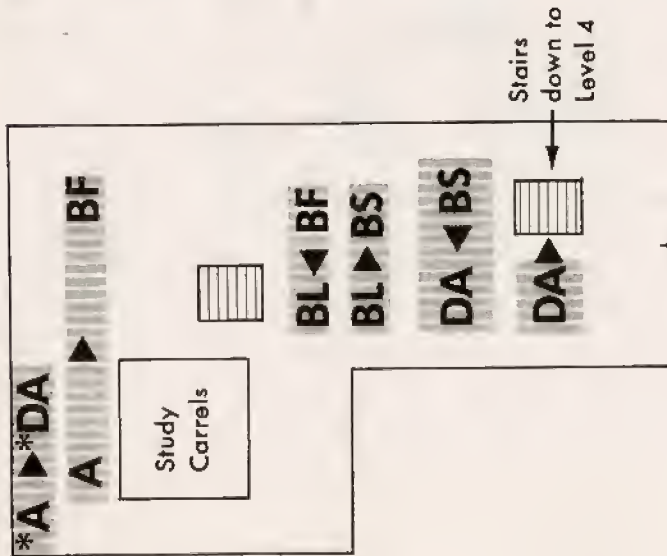
# COLLEGE LIBRARY STACKS

LEVEL 4



NORTH

LEVEL 5



Entrance from Rotunda on Floor 2

- A - DA Level 5
  - DB - N Level 4
  - P - Z Level 3
- Bound periodicals are shelved in the Main Reading Room.

ASSIGNMENT TWO

Locating Books and Periodicals

1. Go into the stacks and find the set of books with the call number listed below. The last line of the call number, the volume number or the year, is omitted. The title of this set is:

- a. American political history
- b. Life of F.D.R.
- c. The U.S. in World War II
- d. The New Deal
- e. The Public papers and addresses of Franklin D. Roosevelt

E  
806  
R67pu

2. Go into the Main Reading Room and find the periodical with the call number listed below. Again, the volume number and/or the year is omitted. The title of this set is:

- a. 'Teen
- b. Orbis
- c. Oui
- d. Fortune
- e. Skiing

D  
839  
064

3. Go into the Main Reading Room to the Reference Wall Collection and find the book with the call number listed below. The title of this book is:

- a. Church Music
- b. Musik Lexikon
- c. Opera
- d. Songs of the American Theater
- e. Dictionary of Art and Music

ML  
128  
S3L5so

### THREE

#### The Card Catalog - Author and Title Approach

The Card Catalog in the College Library has cards representing authors, titles, and subjects for its books, all filed in one alphabetical sequence. On the next page is a sample of an author card and a title card for the same book. On page 14 of your Workbook are samples of subject cards for that book. Before you proceed to answer the questions on author and title entries, read the material on the subject approach and the questions on subject approach, as the assignments are related and back-tracking can be eliminated.

Before you begin to use the catalog, read the permanent display on the wall near the Card Catalog in the Main Reading Room. It will explain briefly the kinds of information that are on a card, and also the Library of Congress system of classification used by the College Library.

If you have any questions, ask the librarians at the Reference Desk.

THREE

SAMPLE OF AUTHOR CARD

(Filed in the catalog in the W's)

RC 506 W83i	<b>Wolstein, Benjamin.</b> Irrational despair; an examination of existential analysis. (New York, Free Press of Glencoe (1962, 200 p. 22 cm.		
	1. Psychoanalysis. 2. Existentialism. I. Title.		
College Library	RC506.W65 Library of Congress	131.3469 [5]	62-15356 †

SAMPLE OF TITLE CARD

(Filed in the catalog in the I's)

	Irrational despair.		
RC 506 W83i	<b>Wolstein, Benjamin.</b> Irrational despair; an examination of existential analysis. (New York, Free Press of Glencoe (1962, 200 p. 22 cm.		
	1. Psychoanalysis. 2. Existentialism. I. Title.		
College Library	RC506.W65 Library of Congress	131.3469 [5]	62-15356 †



ASSIGNMENT THREE  
The Card Catalog - Author and Title Approach

1. George Gamow wrote a book with the call number QE 501 G14p. What is its title?
  - a. A place in the sun
  - b. A planet called earth
  - c. Pesticides in our water
  - d. Patricia's day
  - e. Permanent positive
  
2. Eugene D. Genovese wrote a book with the call number E 442 G288p. What is its title?
  - a. Poverty in the Antebellum South
  - b. The slave family unit
  - c. The end of capitalism
  - d. A history of the University of Rochester
  - e. The political economy of slavery...
  
3. John Armstrong Crow wrote a book with the call number DF 77 C885g. What is its title?
  - a. Greece: the magic spring
  - b. Great temples of antiquity
  - c. Caesar and Brutus
  - d. Corinth in antiquity
  - e. Christianity in ancient Greece
  
4. Big city politics is the title of a book with the call number JS 323 B224b. What is the author's name?
  - a. Morton Reid
  - b. Sam Yorty
  - c. Thomas Blumenthal
  - d. Edward C. Banfield
  - e. Carolyn Bowman

5. Ancient Mexico is the title of a book with  
the call number F 1219 P44a. What is the author's name?

- a. Deborah G. Hastings
- b. Nancy S. Palmer
- c. Frederick A. Peterson
- d. Stewart R. Andersen
- e. Jerome Klein

6. The fall of Constantinople, 1453 is the title of a book with  
the call number DF 649 R87f. What is the author's name?

- a. George R. Russell
- b. Albert Keiser
- c. Sir Steven Runciman
- d. Frank J. Dempsey
- e. Eric R. Fergussen

## FOUR

### The Card Catalog - Subject Approach

The Card Catalog in the College Library has author, title, and one or more subject cards for its books filed in alphabetical order. Note on the sheet of examples (page 14) that the book by Wolstein that you used in your third assignment has two subject headings. Subjects are typed at the top of each card, either in red or in capital letters. Do not confuse the books by Wolstein with the books about Wolstein. Books about him are filed after all the books by him.

The subject headings assigned to a book are printed near the bottom of the catalog card. In the case of the Wolstein book, the subjects assigned were "1. Psychoanalysis." and "2. Existentialism." A catalog card also was made for the title of the book, Irrational Despair. This annotation is called the "tracing" because it traces, or keeps track of, all the catalog cards made for a book.

For further explanation of the subject card, once again check the permanent display next to the Card Catalog, and if you have any questions, ask the librarians at the Reference Desk.

FOUR

SAMPLES OF SUBJECT CARDS

Psychoanalysis

RC  
506  
W83i

**Wolstein, Benjamin.**  
Irrational despair; an examination of existential analysis.  
[New York, Free Press of Glencoe, 1962,  
200 p. 22 cm.

1. Psychoanalysis. 2. Existentialism.    1. Title.

College Library	RC506.W65	131.3469	62-15356 †
	Library of Congress	{5}	

Existentialism

RC  
506  
W83i

**Wolstein, Benjamin.**  
Irrational despair; an examination of existential analysis.  
[New York, Free Press of Glencoe, 1962,  
200 p. 22 cm.

1. Psychoanalysis. 2. Existentialism.    1. Title.

College Library	RC506.W65	131.3469	62-15356 †
	Library of Congress	{5}	

ASSIGNMENT FOUR  
Card Catalog - Subject Approach

Turn back to page 11 and check the tracings for each of the three books you looked up by author (the first three questions on page 11). What is the first subject heading given for each book?

1. Book One.

- a. Geoplanet
- b. Earth
- c. Terrestrial globe
- d. Earth, stars, sun, etc.
- e. Terra-cotta

2. Book Two

- a. Slavery in the U.S. - Southern States
- b. Anti-slavery
- c. Servitude - Southern States
- d. Emancipation of slaves
- e. U.S. - Slavery

3. Book Three

- a. Ancient Greece
- b. Aegean civilization
- c. Greece - Civilization
- d. Greece in literature
- e. Civilization, Greek

4. Look at the subject card in the Card Catalog for Book One above. This library has another book on this subject by:

- a. Judy Corin
- b. Marcie Alancraig
- c. Bruce Dehara
- d. Arthur Beiser
- e. Paul Miles

FIVE

The Library of Congress Classification System

Books in this library are arranged on the shelves according to the Library of Congress Classification system. Public libraries and school libraries usually use the Dewey Decimal Classification system. The LC system groups books into broad subject categories which are identified by a letter of the alphabet. These broad categories may be further subdivided by additional letters. The specific subject of the book is defined by the number following the first letter or letters. Look closely at the call numbers of these two books:

JL	Burnett, Ben G
952	Political forces in Latin
B934p	America. 1968.

JL	Scott, Robert Edwin
1231	Mexican government in transition.
S428m	Rev. ed. 1964.
1964	

The J classification includes books about political science. JL is the subdivision for books about the political science of the Americas outside of the United States. JL 950 to JL 979 are numbers reserved for the political science of Latin America in general. JL 1200 to JL 1299 are reserved for the political science of Mexico.

Following the initial combination of one or more letters with a number, you will find a further group composed of a single capital letter followed by one or more digits. This is used to represent the author's name and is called the Cutter number. In the examples above, B934 stands for Burnett and S428 stands for Scott. Another example:

JL	Johnson, John J
952	Political change in Latin America:
J633p	the emergence of the middle sectors. 1958.

The book is on the same subject as the book by Burnett above. By putting the two books in order according to their Cutter numbers, B934 and J633, the book by Burnett will come before the book by Johnson on the shelf.

In all of these examples there is a small letter after the Cutter number. This stands for the title of the book and is the same as the first letter of the first word of the title, exclusive of initial articles (this means that where the title begins with "a", "an", or "the", or their equivalents in other languages, the first letter of the next word is used). For example:

F	Samora, Julian
787	La raza: forgotten Americans. 1966.
S192r	

## FIVE

### The Library of Congress Classification System

In some cases where a book has been republished in a new or revised edition, the new date of publication is added below the Cutter number to distinguish it from other editions of the same book. An example of this may be seen above in the call number for the book by Scott. When the library has more than one edition of the same book, the call numbers will be the same through the Cutter number, and they will be arranged in order by the date which follows. Dates of editions subsequent to the first are added on the line after the Cutter number. Recent changes in UCLA classification policy mean that the latest edition may not be shelved together with earlier editions.

FIVE

A BRIEF SUBJECT INDEX TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Agriculture	S	Library Science	Z
Anthropology	GN	Linguistics	P
Archaeology	CC	Literature	
Architecture	NA	American	PS
Art	N	British	PR
Astronomy	QB	Classical	PA
Bibliography	Z	Children's	PZ
Biology	QH	French, Italian, Spanish	PQ
Botany	QK	Germanic	PT
Business	HF	Near Eastern	PJ-PK
Chemistry	QD	Oriental	PL
Cook Books	TX	Slavic	PG
Dance	GV	Mathematics	QA
Drama - see Literature		Medicine	R
Economics	HB-HJ	Military Science	U
Education	L	Music	M
Fiction - see Literature		Naval Science	V
Folklore	GR	Novels - see Literature	
Games	GV	Oceanography	GC
Geography	G-GC	Philosophy	B-BJ
Geology	QE	Photography	TR
History		Physical Education	GV
Africa	DT	Physics	QC
Asia	DS	Plays - see Literature	
Europe		Poetry - see Literature	
France	DC	Political Science	J
Germany	DD	Psychiatry	RC
Great Britain	DA	Psychology	BF
Russia	DK	Religion	BL-BX
Spain	DP	Science	Q
Latin America	F	Social Science	H
North America	E-F	Sociology	HM-HV
Oceania	DU	Sports	GV
United States	E-F	Statistics	HA
World & General	D	Technology	T
Languages	PA-PM	Zoology	QL
Law	K		

This brief listing is only an indication of possible classifications for books. Check the Card Catalog for a complete record by subject, as well as by author and title, of all books in our collection.



FIVE

SELECTED OUTLINE OF THE  
LIBRARY OF CONGRESS CLASSIFICATION

A - GENERAL WORKS - POLYGRAPHY

- AC - Collections, Series
- AE - Encyclopedias (General)
- AG - General reference works
- AI - Indexes (General)
- AM - Museums
- AN - Newspapers
- AP - Periodicals (General)
- AS - Societies, Academies
- AY - Yearbooks (General)
- AZ - General history of knowledge  
& learning

B - PHILOSOPHY - RELIGION

- B - Collections, History, Systems
- BC - Logic
- BD - Metaphysics
- BF - Psychology
- BH - Aesthetics
- BJ - Ethics
- BL - Religions, Mythology
- BM - Judaism
- BP - Mohammedanism, Bahaism, Theosophy
- BR - Church history
- BS - The Bible
- BT - Doctrinal Theology
- BV - Practical Theology
- BX - Special sects

C - AUXILIARY SCIENCES OF HISTORY

- CB - History of civilization & culture  
(General)
- CC - Archaeology
- CD - Diplomatics (Collections of documents,  
etc.), Archives, Seals
- CE - Chronology
- CJ - Numismatics, Coins
- CN - Epigraphy, Inscriptions
- CR - Heraldry
- CS - Genealogy
- CT - Biography, biography as an art,  
general collections, & individuals  
not identified with any country  
Note: Biographies and auto-  
biographies are generally found  
under particular subjects, & under  
names of countries, cities, etc.

D - HISTORY & TOPOGRAPHY (Except America)

- D - General history
- DA - Great Britain
- DB - Austria-Hungary
- DC - France
- DD - Germany
- DE - Classical antiquity
- DF - Greece
- DG - Italy
- DH-DJ - Netherlands (Belgium, Luxem-  
burg, Holland)
- DK - Russia, Poland, Finland
- DL - Scandinavia
- DP - Spain & Portugal
- DQ - Switzerland
- DR - Turkey & The Balkan States
- DS - Asia
- DT - Africa
- DU - Australia & Oceania
- DX - Gypsies

E & R - AMERICA (HISTORY & GEOGRAPHY)

- E - America (General) & U.S. (General)
- F - U.S. (Local) & America except U.S.

G - GEOGRAPHY - ANTHROPOLOGY

- G - Geography (General)
- GA - Mathematical & astronomical  
geography
- GB - Physical geography
- GC - Oceanography
- GF - Anthropogeography
- GN - Anthropology, Ethnology,  
Ethnography
- GR - Folklore
- GT - Manners & customs (General)
- GV - Recreation, Sports, Games,  
Amusements

H - SOCIAL SCIENCES - SOCIOLOGY

- H - Social sciences (General)
- HA - Statistics
- HB - Economic theory
- HC - Economic history & conditions,  
National production
- HD - Economic history: agriculture &  
industries
- HE - Transportation & communication

H - SOCIAL SCIENCE - SOCIOLOGY (CONTD.)

- HF - Commerce (General)
- HG - Finance
- HJ - Public finance
- HM - Sociology (General & theoretical)
- HN - Social history, Social reform
- HQ - Sex relations, Family, Marriage, Home
- HS - Associations (Secret societies, clubs, etc.)
- HT - Communities, Classes
- HV - Social pathology, Philanthropy, Charities & corrections
- HX - Socialism, Communism, Anarchism, Bolshevism

J - POLITICAL SCIENCE

- J - Documents
- JA - General works
- JC - Political science, Theory of the state
- JF - General works
- JK - United States
- JL - British America, Latin America
- JN - Europe
- JQ - Asia, Africa, Australia, & Pacific Islands
- JS - Local government
- JV - Colonies & colonization, Emigration & immigration
- JX - International law

K - LAWL - EDUCATION

- L - General works
- LA - History of education
- LB - Theory & practice of education, Teaching
- LC - Special forms, relations & applications
- LD - U.S.
- LE - America except U.S.
- LF - Europe
- LG - Asia, Africa, Oceania
- LH - University, college & school magazines, etc.
- LJ - College fraternities & their publications

M - MUSIC

- M - Music (Scores)
- ML - Literature of music
- MT - Music instruction & study

N - ART

- N - Fine arts (General)
- NA - Architecture
- NB - Sculpture & related arts
- NC - Graphic arts in general, Drawing & design, Illustration
- ND - Painting
- NE - Engraving, Prints
- NK - Art applied to industry, Decoration & ornament

P - LANGUAGE & LITERATURE

- P - Philology & linguistics (General)
- PA - Classical languages & literature
- PB - Modern European languages
- PC - Romance languages
- PD - Scandinavian languages
- PE - English language, including Anglo-Saxon & Middle English
- PF - Dutch, Flemish, Afrikaans, & German languages
- PG - Slavic languages & literatures
- PJ - Oriental languages & literatures
- PK - Indo-Iranian, Indo-Aryan, Iranian, Armenian, Caucasian
- PL - Eastern Asia, Oceania, Africa
- PM - Hyperborean, American & artificial languages
- PN - Literary history & collections (General)
- PQ - Romance literatures
- PR - English literature
- PS - American literature
- PT - Teutonic literatures
- PZ - Juvenile literature in English & foreign languages

Q - SCIENCE

- Q - Science (General)
- QA - Mathematics
- QB - Astronomy
- QC - Physics
- QD - Chemistry
- QE - Geology
- QH - Natural history
- QK - Botany
- QL - Zoology
- QM - Human anatomy
- QP - Physiology
- QR - Bacteriology

R - MEDICINE

R - Medicine (General)  
 RA - State medicine, Hygiene  
 RB - Pathology  
 RC - Practice of medicine  
 RD - Surgery  
 RE - Ophthalmology  
 RF - Otolaryngology, Rhinology, Laryngology  
 RG - Gynecology & obstetrics  
 RJ - Pediatrics  
 RK - Dentistry  
 RL - Dermatology  
 RM - Therapeutics  
 RS - Pharmacy & materia medica  
 RT - Nursing  
 RV - Botanic, Thomsonian & eclectic  
 medicine  
 RX - Homeopathy  
 RZ - Miscellaneous schools & arts

S - AGRICULTURE

S - Agriculture (General)  
 SB - Plant culture (General)  
 SD - Forestry  
 SF - Animal culture  
 SH - Fish culture & hatcheries  
 SK - Hunting sports

T - TECHNOLOGY

T - Technology (General)  
 TA - Engineering (General), Civil  
 engineering  
 TC - Hydraulic engineering (harbors,  
 rivers, canals)  
 TD - Sanitary & municipal engineering  
 TE - Roads & pavements  
 TF - Railroad engineering & operation  
 TG - Bridges & roofs  
 TH - Building construction  
 TJ - Mechanical engineering & machinery  
 TK - Electrical engineering & industries  
 TL - Motor vehicles, Cycles, Aeronautics  
 TN - Mineral industries, Mining,  
 Metallurgy  
 TP - Chemical technology  
 TR - Photography  
 TS - Manufactures  
 TT - Trades  
 TX - Domestic science

U - MILITARY SCIENCE

U - Military science (General)  
 UA - Armies, Organization & distribution  
 UB - Administration  
 UC - Maintenance & transportation  
 UD - Infantry  
 UE - Cavalry  
 UF - Artillery  
 UG - Military engineering  
 UH - Other services

V - NAVAL SCIENCE

V - Naval science (General)  
 VA - Navies, Organization & distribution  
 VB - Naval administration  
 VC - Naval maintenance  
 VD - Naval seamen  
 VE - Marines  
 VF - Naval ordnance  
 VG - Other services of navies  
 VK - Navigation  
 VM - Shipbuilding & marine engineering

Z - BIBLIOGRAPHY & LIBRARY SCIENCE

ASSIGNMENT FIVE  
Library of Congress Classification System

1. With what letters do call numbers of books on Library Science begin? (See page 18 of your Workbook.)

- a. P
- b. Z
- c. HX
- d. CE
- e. PZ

2. What do the letters CR stand for? (See pages 19-21 of your Workbook.)

- a. Physics
- b. Teutonic literatures
- c. Heraldry
- d. Physiology
- e. History of education

3. What do the letters ND stand for? (See pages 19-21 of your Workbook.)

- a. India - History
- b. American literature
- c. Chemistry
- d. Ethics
- e. Painting

4. Go into the stacks and look at the books with the call numbers from F 3073 to F 3099. What specific subject do these books have in common? (For example, for BF 721. to 723, the answer "Psychology" is too general; the specific answer "Child Psychology" will be found by looking at the books with these call numbers.)

- a. History of Chile
- b. New York
- c. Coffee
- d. North Carolina
- e. Atlantis

SIX

Library of Congress Subject Headings

It is often difficult to determine what word or phrase to look for when searching for materials on a given subject in the Card Catalog. In order to establish uniformity in the wording of subject headings, the UCLA libraries use the Library of Congress Subject Headings, a two-volume set kept on the Reference Counter. Its call number is \*Z695 U58s. This work is extremely useful in doing any sort of research. For example, there are no cards in the Card Catalog under the subject heading "Solar power." Under "Solar power" in LCSH is the note "See Solar energy." "Solar energy" is in boldface type which means that is the heading UCLA uses. Furthermore, "Solar energy" is followed by "sa" in italics; this stands for "see also" which means there will be related materials under the other subject headings listed, in this case, "Solar engines" and "Solar heating." Other symbols used are: xx (see also from) indicates a related heading from which a see also reference is made; x (see from) indicates a reference from a term not itself used as a heading.

## ASSIGNMENT SIX

### Library of Congress Subject Headings

1. You are writing a paper on Pauperism. You go to LCSH, look it up, and find that LC does not use that term for books on that subject. Instead, it says, "See . . . "

- a. Tramps
- b. Unemployed
- c. Charities
- d. Poor
- e. Laboring classes

2. Before you go to the card catalog with that subject heading to see what books the College Library has on that subject, you look under that subject heading in LCSH and make note of the "see also" (sa) references suggested. The first one listed is:

- a. Begging
- b. Almshouses, European
- c. Relief stations
- d. Slums, U.S.A.
- e. Agricultural colonies

3. Just in case you will need other related material, you make note of the subject headings given from which "see also" references are made to your subject (xx). The first one listed is:

- a. Almshouses
- b. Social history
- c. Poverty
- d. Charities
- e. Poor farms

## SEVEN

### Dictionaries

Dictionaries are books which contain lists of words in alphabetical order. The meanings of these words are given, as well as how they are pronounced. Some dictionaries may show how words are used in speech or writing and how the word came from other languages into our language. They also may trace the changes in the meaning of a word from the way it was used centuries ago to the way it is used now.

Large dictionaries which try to include every word in the language are called unabridged dictionaries, while the smaller, abridged ones try to limit themselves to the more commonly used words.

Examples of unabridged dictionaries:

Random House Dictionary of the English Language, the unabridged edition. (East Rotunda: PE 1625 R159 1967)

Webster's New International Dictionary of the English Language, second edition. (Reference Counter: \*PE 1625 W39 1959)

Webster's Third New International Dictionary, third edition. (Reference Counter: \*PE 1625 W39 1961)

A dictionary of special interest is the Oxford English Dictionary (often called the "OED"), a thirteen volume set. (Reference Wall Collection: PE 1625 M96). The goal of the "OED" is to include entries on every word in English used from 1160 on. It gives meanings, spellings, pronunciation, derivation, etc., but is especially strong in its historical tracing of each word in the language. It also gives the dates of the first recorded uses of particular meanings of words, with quotations illustrating these meanings.

There are two primary types of foreign language dictionaries. First, there is the dictionary written entirely in one language for people who speak the language; these can be of any size, variety or complexity, abridged or unabridged. Second is the English-foreign-language, foreign-language-English dictionary, of use primarily to the student of the language. These dictionaries, too, can vary in scope and complexity, but as a rule are less apt than the first kind to give the special nuances and idioms of the language.

SEVEN

Some examples of the second type of foreign language dictionaries are:

The New Cassell's French Dictionary, French-English, English-French  
(PC2640 C27)

The New Cassell's German Dictionary, German-English, English-German  
(PF3640 B75m)

Cassell's Italian-English, English-Italian Dictionary (PC1640 C27)

Cassell's Spanish-English, English-Spanish Dictionary (PC4640 C267)

Copies of all four of these dictionaries are located on the Ready Reference shelves.



ASSIGNMENT SEVEN  
Dictionaries

1. You need to write a paper for your English I class and your T.A. is a stickler on rules of grammar. You have a slight tendency to confuse adjectives with adverbs and nouns with verbs and all four with pronouns. You check in one of the unabridged dictionaries listed on page 25 to learn the part of speech of the word desquamate:

- a. Adjective
- b. Adverb
- c. Noun
- d. Verb
- e. Pronoun

2. Somewhat intrigued, you next look up the word felicity in the OED and learn that the date of the earliest quotation used to illustrate the first meaning of the word is:

- a. 1480
- b. 1386
- c. 1382
- d. 1784
- e. 1388

3. You remember you have some translating to do for your German class tomorrow and while you're at the library you ask for the appropriate dictionary and look up the word erdolchen. It means:

- a. earthworm
- b. indulgent
- c. stab
- d. earthquake
- e. airdrome

## EIGHT

### Encyclopedias

A general encyclopedia is often the best place to start research on a subject. Each article is written by a specialist in the field and provides a comprehensive introduction to the subject; it usually summarizes and synthesizes information from a variety of sources and provides a selective bibliography for further reading. These articles are helpful for getting a broad over-view of a subject before starting research on one aspect of it, or for checking on an unfamiliar item that comes up in the course of your research (for example, a passing reference to someone apparently important, whom the author does not discuss in detail because he assumes you will recognize the name.) Most encyclopedias contain many short articles in alphabetical order, so that it is necessary to consult the index in order to find all the articles relating to a given subject.

Encyclopaedia Britannica (shelved across from the Reference Desk: AE5 E562)

This is the most famous encyclopedia in English. Originally published in Great Britain, it has been published in the United States for many years. The set still reflects its British origins in spelling, in some headings, and in the lengthy treatment of many British topics. A useful and generally well-made encyclopedia, it has long, detailed articles on many subjects. Many of the longer articles have useful bibliographies appended to them. The encyclopedia is especially useful for the history and background of a subject. It is particularly strong in the arts, and the political and economic developments of European countries and cities.

Beginning with the 15th edition (1974), the Encyclopaedia Britannica is divided into three sections: 1) the "Propaedia," a one-volume outline of knowledge and guide to the Britannica; 2) the "Micropaedia," ten volumes (indicated by Roman numerals) which contain a large number of short articles on very specific subjects; and 3) the "Macropaedia," nineteen volumes (indicated by Arabic numerals) which contain long articles on broad topics. There is no index volume as such, since the "Micropaedia" contains both cross-references for its own use and references (with volume and page numbers) to the longer articles in the "Macropaedia." (If there is a long article by the same title, its volume and page numbers will be given at the beginning of the short article.) Always begin by looking in the "Micropaedia."

## EIGHT

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subject fields, disciplines, countries, religions, etc. The articles in these are more detailed and are apt to be much more exhaustive than those in general encyclopedias.

Examples of these are:

The Encyclopedia of Education (LB15 E54)

McGraw-Hill Dictionary of Art (\*N33 M178)

McGraw-Hill Encyclopedia of Science and Technology (Q121 M17)

The Modern Encyclopedia of Russian and Soviet History (DK14 M719)

New Catholic Encyclopedia (BX841 N42)

These five sets of encyclopedias are located in regular call number order in the Reference Wall Collection.

ASSIGNMENT EIGHT  
Encyclopedias

You are about to begin a paper on Dipsacales, and since you want to get an overview of the topic, you decide to see what the latest edition of the Encyclopaedia Britannica says. (In your answers, use the type of numeral - Roman or Arabic - which appears on the spine of the book.)

1. What is the number of the volume which contains a short article on the subject?
  - a. Vol. II
  - b. Vol. III
  - c. Vol. VIII
  - d. Vol. V
  - e. Vol. IX
  
2. What is the number of the volume which contains the major (long) article on the subject?
  - a. Vol. 7
  - b. Vol. 3
  - c. Vol. 8
  - d. Vol. 9
  - e. Vol. 5
  
3. Keeping in mind that the Micropaedia acts as an index to the Macropaedia, find the volume and page numbers of a reference to the subject in another article in the Macropaedia. (If more than one is given, cite the first.)
  - a. 1:884a
  - b. 8:224a
  - c. 7:389e
  - d. 9:344h
  - e. 2:1632

You are doing a term paper on Driver and traffic education: overview .  
You have already looked up the term in a dictionary or general encyclopedia.  
(Be sure to do so if it is unfamiliar.) You now use whichever is most  
appropriate of those specialized encyclopedias listed on page 29.

4. Which encyclopedia contains an article on the exact topic given above?
  - a. Encyclopedia of Education
  - b. McGraw-Hill Dictionary of Art
  - c. McGraw-Hill Encyclopedia of Science & Technology
  - d. The Modern Encyclopedia of Russian and Soviet History
  - e. New Catholic Encyclopedia
  
5. What is the year of publication for the first item listed in the bibliography at the end of the article?
  - a. 1971
  - b. 1952
  - c. 1949
  - d. 1973
  - e. 1966

## NINE

### Atlases

An atlas is a collection of maps which may be current or historical and which may cover the world or any section of the world. Atlases may include population charts, air distance tables, economic and political distribution maps, etc. Gazetteers are keys to place names and are an essential part of atlases.

#### Examples of atlases:

Thomas Bros. Popular Street Atlas of Los Angeles County  
(Ready Reference Shelf: F868 L8t3e)

Locates particular addresses, streets, areas, freeways, and points of interest in L.A. County.

Rand McNally Commercial Atlas and Marketing Guide  
(Atlas Case: \*G1046 Q1R15c)

Primarily an atlas of America, the first part includes statistical tables of population, business and manufacturers, agriculture and other commercial features. Of particular interest is the section "State Maps and Statistics," which is arranged alphabetically by state with maps of each state followed by some special maps and tables and finally an alphabetical listing of all the cities and towns within that state, giving for each the population, county seat, map key, altitude, elevation, post office, zip code, transportation services, banking and other data. This information in some cases is indicated by symbols, with a key to the symbols at the bottom of each page.

ASSIGNMENT NINE  
Atlases

- You are planning to move to an apartment on Via Mondo in Los Angeles County. In order to familiarize yourself with the neighborhood, you consult a street atlas.
1. Your friends, who are helping you move, will be driving over from the west. Which east-west boulevard listed below is closest to your new apartment?
    - a. Venice
    - b. Walnut
    - c. Orange Grove
    - d. Washington
    - e. Artesia
  2. Which freeway listed below is closest to your new address?
    - a. Foothill
    - b. Artesia
    - c. San Bernardino
    - d. Hollywood
    - e. Golden State
  3. You want to take an evening class. What college or university is closest to your new apartment?
    - a. Compton
    - b. USC
    - c. Cal. State L.A.
    - d. Occidental
    - e. Cal. State Northridge

Your friend has had it with Los Angeles and finds a job in Goodland,  
Kansas. It occurs to you that you might want to join  
him. You go to the American atlas described on page 32 of your workbook to  
collect a few facts about your friend's new town.

4. What is the zip code?

- a. 63357
- b. 53776
- c. 73576
- d. 67735
- e. 78704

5. In which county is it located?

- a. Sherman
- b. Charlesmont
- c. Heights
- d. Harford
- e. Howard

6. What is the elevation?

- a. 9006
- b. 2131
- c. 3683
- d. 8101
- e. 54



## TEN

### Almanacs

Almanacs are annual volumes of current and retrospective information, facts, and statistics. While almanacs are best used to answer simple questions of current or historical fact, the variety and diversity of information included are truly wondrous. They contain minutely specific factual data about categories of information (presidents, rivers, population, awards, religion, holidays, income, railroads, mathematics, home runs, etc.) reaching back over many years.

ALWAYS CONSULT THE INDEX WHEN USING AN ALMANAC, otherwise you will lose much valuable time. Do not confuse the index with the table of contents. Some almanacs have the index in the front, some in the back of the volume.

The two most popular and best known general almanacs are:

Information Please Almanac (Ready Reference Shelf: AY64 I43)

World Almanac (Ready Reference Shelf: AY67 N5W8)

ASSIGNMENT TEN  
Almanacs

1. You are hoping to spend next summer working for the National Park Service. . .  
Craters of the Moon national monument is located in which state?

- a. Montana
- b. Idaho
- c. Colorado
- d. Minnesota
- e. Indiana

2. You've started to jog and it gets you to thinking. . . What horse won the  
Kentucky Derby in 1913?

- a. Ten Point
- b. Governor Gray
- c. Billy Kelly
- d. Donerail
- e. Proud Mount

3. You've decided to be a writer. . . What was the nationality of the 1939  
Nobel Prize winner for Literature?

- a. British
- b. Russian
- c. American
- d. Japanese
- e. Finnish

4. On the other hand, you're pretty good in Chemistry. . . What is the atomic  
number of the chemical element Copper?

- a. 29
- b. 42
- c. 44
- d. 59
- e. 51

5. You've finally decided on a career. You're going to be King of England. Who ruled England in 1020?

- a. Robert
- b. John II
- c. Canute
- d. Rufus
- e. Aelric I

## ELEVEN

### Plot Summaries

Relying on a summary of a book, or a film, or a philosophical work is rarely, if ever, sufficient. However, at times you may find digests, or synopses, or summaries to be useful supplements to your reading, or viewing, or studying. There are many sources available.

Examples are:

Haydn, Hiram. Thesaurus of Book Digests. (Reference Desk:  
PN 44 H33t)

Keller, Helen Rex. Reader's Digest of Books. (Reference Desk:  
Z 6511 K28v 1929)

Magill, Frank. Magill's Survey of Cinema. A 4 volume set.  
(Reference Desk: PN 1995 M3)

Magill, Frank. Masterpieces of World Philosophy in Summary Form.  
(Reference Desk: B 21 M27m)

Magill, Frank. Masterplots. A 12 volume set. (Ready Reference  
Shelf: PN 44 M27m)

Sprinchorn, Evert. 20th-Century Plays in Synopsis. (Reference  
Desk: PN 6112.5 S769t)

Survey of Science Fiction Literature. A 5 volume set. (Reference  
Desk: PN 3448 S45S963)

ASSIGNMENT ELEVEN  
Plot Summaries

Your reading list for your literature course includes forty novels, thirty-six plays, five epic poems, and eighty-three essays. It is the night before your final and you can't quite remember some of the details of the first book on the list. You go to Masterplots to refresh your memory.

1. One of the principal characters in Lorna Doone is
  - a. Lady Joan
  - b. John Ridd
  - c. Tommy
  - d. Little Joe
  - e. Mr. Coombs
  
2. When was it written or first published?
  - a. 1875
  - b. 1854
  - c. 1869
  - d. 1866
  - e. 1879
  
3. Who wrote it?
  - a. G. K. Chesterton
  - b. John Donne
  - c. Robert Burns
  - d. R. D. Blackmore
  - e. Giorgio Bassani

## TWELVE

### Periodical Indexes

Encyclopedias, yearbooks, almanacs, and other reference works give you condensed information on almost every subject. But much additional information, discussion, and opinion on these same subjects can be found in the thousands of periodicals\* published in this country and elsewhere. Study of a topic is seldom complete until periodical literature as well as books has been investigated.

Indexes to periodical literature usually give a complete reference to periodical articles, including author, title of the article, title of the periodical in which the article may be found, volume number, pages, and date, and additional material.

To find an article in a magazine on the subject of education, look under the subject heading "Education" in any one of the indexes described below. A typical entry might read:

More time for tomorrow. G. Wendt. il Nat Educ Assn J 46:431-2 O'57

The title of the article is "More time for tomorrow," it is written by G. Wendt, it is illustrated, it appeared in the National Education Association Journal in volume 46, pages 431 to 432 in the October, 1957 issue.

It is important to read the instructions for use and to note the lists of periodicals indexed and their abbreviations in the front of these references works.

\*While the words "periodical," "magazine," "serial," and "journal" do not have precisely the same meaning, they are used interchangeably in many circumstances.

TWELVE

The four most widely used indexes are:

THE READERS'GUIDE TO PERIODICAL LITERATURE (RG) (Index Case I:  
AI3 R22)

Indexes more than 180 periodicals of general interest published in the United States. Articles are listed under subject and author.

HUMANITIES INDEX (HI) (Index Case I: AI3 R25)

Indexes more than 250 periodicals in the fields of archaeology and classical studies, area studies, folklore, history, language and literature, literary and political criticism, performing arts, philosophy, religion and theology, and related subjects. Articles are listed under subject and author.

SOCIAL SCIENCES INDEX (SSI) (Index Case I: AI3 R24)

Indexes more than 260 periodicals in the fields of anthropology, area studies, economics, environmental science, geography, law and criminology, medical sciences, political science, psychology, public administration, sociology and related subjects. Articles are listed under subject and author.

PUBLIC AFFAIRS INFORMATION SERVICE BULLETIN (PAIS) (Index Case I:  
27163 P96)

Lists books, pamphlets, government publications, reports of public and private agencies and periodical articles relating to economic and social conditions, public administration and international relations, published in English throughout the world. Items are listed by subject only.

ASSIGNMENT TWELVE  
Periodical Indexes

You are supposed to read an article on a particular subject in each of the three magazines given below. The article must be written between 1975 and 1977. You know that you can look under the subject in each of the four indexes mentioned on the preceding page of your Workbook, but your problem is that you have to find where each of these three magazines is indexed. YOU OPEN A 1975, 1976, or 1977 VOLUME OF EACH OF THE FOUR INDEXES, AND NOTE THAT IN THE FIRST FEW PAGES OF EACH THERE IS A LIST ENTITLED "PERIODICALS INDEXED" OR "KEY TO PERIODICAL REFERENCES". You look at these lists and learn that the magazine

1. Freeman is indexed in
  - a. RG
  - b. PAIS
  - c. SSI
  - d. HI
  
2. Asia is indexed in
  - a. RG
  - b. PAIS
  - c. SSI
  - d. HI
  
3. Ariel is indexed in
  - a. RG
  - b. PAIS
  - c. SSI
  - d. HI



While you're at the Index Case, you remember you are supposed to read a review of a film for your Theater Arts class. The instructor told you not to select a popular, general magazine such as Time, New Yorker, or Esquire but to look for a review in a more scholarly, academic and/or specific source. You remember that Readers' Guide indexes general periodicals so you use instead the Humanities Index, volume 2 and turn to the heading "Moving picture reviews - Single works" and find a citation for a review of Day of the Locust.

4. In which journal did the review appear?
  - a. Sight and Sound
  - b. Film Comment
  - c. American Film
  - d. Critic
  - e. Hudson Review
  
5. In which volume and on which page or pages?
  - a. Vol. 3 page 57-8
  - b. Vol. 39 page 76
  - c. Vol. 44 page 189
  - d. Vol. 98 page 14
  - e. Vol. 14 page 53
  
6. On what date?
  - a. Je '75
  - b. Fall '75
  - c. Summ '75
  - d. Ap '74
  - e. D '74

## THIRTEEN

### College Library Periodicals

The College Library currently subscribes to more than 900 periodicals. These are primarily titles which are included in the major general periodical indexes as those are the periodicals most in demand by undergraduate students. Like the book collection, the periodicals represent all the major subject areas, but are strongest in the humanities and the social sciences. In addition to the hard copy, the College Library also has microfiche editions of the most heavily used periodicals.

ASSIGNMENT THIRTEEN  
College Library Periodicals

You have compiled a list of articles you want to read in preparation for your term paper. You notice that you forgot to record the title of the article of one of them. Your citation reads:

Scientific American 229:52-60 bibliog(pl22) J1 '73

1. You look in the Serials File on the Reference Counter, find the call number for the journal, locate it in the Main Reading Room,\* find the correct issue, the correct volume, the correct page, and the title of the article. The title is:

- a. The Skeletal system
- b. The Immune system
- c. The Endocrine system
- d. The Circulatory system
- e. The Digestive system

\*If the bound volume is not available (be sure to look on the tables and the shelves adjacent to where it is supposed to be shelved), there is a second copy on microfiche. Ask the librarian at the Reference Desk for help in locating it.

## FOURTEEN

### • Biographies

Libraries receive more requests for biographical information than for any other subject. It is extremely important to learn about particular sources of information about people in addition to the encyclopedias, dictionaries, periodical indexes, almanacs and other general reference sources already mentioned in this book. It is important to remember that book-length biographies can be found in the Card Catalog by looking under the last name of the person.

There are many general biographical dictionaries whose articles vary in length from a brief sentence or two to several pages. These are usually arranged in straight alphabetical order, the only problems being spellings of names (e.g., Olson, Olsen; Tolstoi, Tolstoy), and treatment of pseudonyms, titles, etc. Users of biographical sources must be aware that "facts" vary widely from one source to another owing sometimes to authors or editors, in other cases because biographees are not necessarily consistent (or truthful) in their relating of facts to biographers, in still other instances because many "facts" are a matter of interpretation or opinion. For whatever reason, it is always best to check in several sources.

SOME EXAMPLES OF GENERAL BIOGRAPHICAL SOURCES ARE:

Biography Index; a cumulative index to biographical material in books and magazines. (Biography Case: CT100 B521)

Webster's Biographical Dictionary (Biography Case: CT103 W39)

Other biographical sources cover famous people of a particular country. There are "Who's Whos" for many countries and regions. Glance at the titles in the Biography Case.

EXAMPLES OF NATIONAL BIOGRAPHICAL DICTIONARIES (FOR LIVING PEOPLE)

Who's Who (British) (Biography Case: DA28 W62)

Who's Who in America (Biography Case: E663 W62)

Who's Who in the Midwest (Biography Case: E747 W624)

Who's Who in the West (Biography Case: F595 W62)

FOURTEEN

EXAMPLES OF NATIONAL BIOGRAPHICAL DICTIONARIES (FOR PEOPLE NO LONGER LIVING)

Dictionary of National Biography (British only) (Biography Case: DA28 D56)

Who Was Who in America (Note the cumulative index in the latest volume, Volume 6) (Biography Case: E663 W621)

Another way of classifying information about people is by occupation. There is a "Who's Who" or a biographical source for almost any field of specialization you can think of, from allergists to zoologists.

EXAMPLES OF SPECIALIZED BIOGRAPHICAL SOURCES:

Biographical Directory of the American Congress (Biography Case: JK1010 A5)

Contemporary Authors (Biography Case: PN771 C76)

World Who's Who in Science (Biography Case: Q141 W89)

ASSIGNMENT FOURTEEN  
Biographies

You are taking an Introduction to Music course along with 400 other students, and have an assignment to write a brief biographical report in preparation for your term paper. In order to avoid having all 400 of you write on the same person and quote from the same sources, your instructor puts names and dates in a hat and you draw a slip. Using one of the general biographical sources listed on page 46 of your Workbook, you find a magazine article about Andrés Segovia published between August 1949 and August 1952.

1. What is the occupation given for the person named above?
  - a. conductor
  - b. percussionist
  - c. oboist
  - d. violist
  - e. guitarist
  
2. What is the title of the magazine in which you can find an article about this person?
  - a. Juilliard News Bulletin
  - b. Time
  - c. New Yorker
  - d. Guitar Review
  - e. Los Angeles
  
3. Your somewhat elderly professor of United States History has the highly original theory that people who died in odd-numbered years contributed more to the world than people who died in even-numbered years. To verify his theory he has asked each of you to report on a notable American no longer living. Using one of the national biographical dictionaries listed in your Workbook, you find out in what year Henry Livingston Heyl died.
  - a. 1975
  - b. 1970
  - c. 1965
  - d. 1960
  - e. 1955

4. One of your roommates learns that a U.S. Senator was a distant relative, but isn't sure that this is anything to brag about. You offer to help find out something about this possibly illustrious ancestor. You turn to one of the specialized dictionaries listed in your Workbook. Senator Otis Ferguson Glenn belonged to which political party?

- a. Republican
- b. Democrat
- c. Federalist
- d. Independent
- e. Declined to state

FIFTEEN

Book Review Indexes

Book reviews printed in periodicals or newspapers are often the only sources of criticism for recent books. Several indexes are available listing reviews which appeared in journals or magazines at the time the books were published.

Book Review Digest (Book Review Table: Z1219 B64)

This is a digest and index of selected book reviews in about 75 general English and American periodicals. It is arranged alphabetically by the author of the book reviewed and has a subject and title index in each issue. There is also a four volume index covering nearly 300,000 books published between 1905 and 1974. For each book included, there is a brief descriptive note, quotations from selected reviews, and references, without quotations, to other reviews, as well as the number of words in the reviews cited.

Examples of other book review indexes are:

Book Review Index (Book Review Table: Z1035 A1 B65)

Current Book Review Citations (Book Review Table: Z1035 A1 C9)

Index to Book Reviews in the Humanities (Book Review Table: Z1035 A1 I38)

New York Times Book Review Index (Book Review Table: Z1007 N48)



ASSIGNMENT FIFTEEN  
Book Review Indexes

You read Whole Heart  
by Helen Huntington Howe  
and want to know what the reviewers said about it when it was first published. You check in the 4-volume cumulative index to Book Review Digest (BRD), find the date when it was reviewed, look in the appropriate volume of BRD, note that it was reviewed in several journals, and decide to read the review which was published in Nation magazine.

1. In which issue of Nation did the review appear?

- a. F 13 '43
- b. Au 18 '44
- c. My 15 '48
- d. Mr 18 '46
- e. Ap 5 '42

2. How many words were there in the review?

- a. 360
- b. 400
- c. 250
- d. 550
- e. 140

3. What was the price of the book at that time?

- a. \$1.50
- b. 2.00
- c. 6.00
- d. 4.00
- e. 2.50

## SIXTEEN

### Newspaper Indexes

Some newspapers publish their own indexes. These are useful not only for finding a particular article in that paper, but also for pinpointing the date an event happened. Once the date is known, information in other papers often can be located.

#### New York Times Index (News Index Case: A121 N49)

A subject index giving exact reference to date, page, and column of the article in the N.Y. Times (e.g., My 1, 1:6 means May 1, page 1, column 6).

#### Los Angeles Times Index (News Index Case: A121 L89n)

Does for the Los Angeles Times what the above item does for the New York Times. It is divided into two parts--Subjects and Personal Names.

Although not an index to any one newspaper, another good source of information on current events is:

#### Facts on File (News Index Case: D410 F119)

Briefly summarizes national and international news events; issued weekly with cumulative indexing; set in three columns per page (1, 2, 3,) with each page divided into seven sections (A, B, C, D, E, F, G,): index refers to the date, the column, and the section (e.g., 76 B 1 means page 76, Section B, column 1).

ASSIGNMENT SIXTEEN  
Newspaper Indexes

For your Current Policies class you are required to read current newspapers. You decide to check the New York Times Index for articles on a topic covered in class.

You look at the first article cited in the 1975 volume of the New York Times Index under the heading  
Coast erosion.

1. In which issue of the New York Times did this article appear?
  - a. February 17
  - b. April 4
  - c. August 5
  - d. June 26
  - e. January 24
  
2. On what page?
  - a. 44
  - b. 67
  - c. 14
  - d. 39
  - e. 4
  
3. In which column?
  - a. 4
  - b. 7
  - c. 8
  - d. 1
  - e. 2

## SEVENTEEN

### Microform

In addition to the book, pamphlet, periodical, and newspaper materials you already know about, UCLA has a great deal of material on microform. Rare and out-of-print items we would never hope to get in the original can be read on microcard, microprint, microfiche, or microfilm. The fact that ten days' worth of New York Times can be printed on a three-inch reel is very important in terms of storage; what formerly took a whole room of shelves can now be stored in a relatively small area.

In the Audio/Visual Center of the College Library (Room 290) are blue file cabinets containing microfilm of the New York Times. Also in this room are microfiche and microfilm readers. Printed directions for their use are posted, but if you have any difficulties, ask the attendant at the counter for assistance.

ASSIGNMENT SEVENTEEN  
Microform

You are ready to read that New York Times article mentioned in Assignment Sixteen. You locate the reel of microfilm you need and put it on the microfilm reader. Instead of turning directly to the article you're supposed to read, you peruse the front page of the issue in which that article appears. You note that in the upper right hand corner is a weather report under the leading LATE CITY EDITION, CITY EDITION, or THE WEATHER. The report describes the weather today, tonight and tomorrow and gives the temperature range for today and tomorrow.

# New York Times

## CITY EDITION

Metropolitan area weather: Rain likely today and tonight. Blustery tomorrow. Temperature range: today 44-38. yesterday 26-13. Details on page 9

YORK, SATURDAY, JANUARY 13, 1979—

25 cents beyond 50-mile zone from New York City.  
Higher in air delivery cities.

20 CENTS

In the example above, the correct answer would be "44-38 degrees".

What was the temperature range for the day on which the article you noted in Assignment Sixteen appeared?

- a. 32 - 44
- b. 33 - 48
- c. 40 - 55
- d. 29 - 43
- e. 30 - 47

## EIGHTEEN

### Audio/Visual Center

The College Library Audio/Visual Center has spoken-word recordings including poetry, plays, short stories, historical documentaries, speeches, interviews, many important Broadway musicals, and a selection of current popular, folk, country, rock, and soul music as well as video tapes.

The user consults the Audio/Visual Card Catalog (with cards in one alphabet for author, title, subject and performance), fills out a call slip, with the item identification number, and gives it to the attendant.

ASSIGNMENT EIGHTEEN  
Audio-Visual

1. For supplementary listening in your Music 432 class, History of Instrumentation, you go to the Audio/Visual Center, look in their Card Catalog, and find the call number for

The recorder, its history and development

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The call number is:

- a. 17-1976
- b. 32-5136
- c. 57-3768
- d. 49-6548
- e. 50-3851

## NINETEEN

### Pamphlets

A pamphlet is a short, paper-covered publication usually on a subject of current interest. The Pamphlet Collection in the College Library is a file of up-to-date material on subjects which are of particular interest to UCLA undergraduates. Included are leaflets, brochures, folders, tracts, reprints of journal articles, clippings, publications of foundations, institutions, and government agencies, paperbacks, etc. There are approximately 9,000 items in this collection, arranged by Library of Congress subject headings. Blue-edge cards filed in the Card Catalog indicate those subjects for which we have pamphlets. Pamphlets circulate for one week and may be renewed. Ask a reference librarian for pamphlets on any subject you may need. They are kept in drawers behind the Reference Desk.



ASSIGNMENT NINETEEN  
Pamphlets

You are writing a term paper on a topic of current interest... Ask a College Library reference librarian for sample pamphlet folders. Select from the folder any pamphlet that interests you. Note that each pamphlet has a white label with a subject heading and an identification number.

1. What is the subject heading of the pamphlet you selected?

Answer: \_\_\_\_\_

2. What is the identification number?

Answer: \_\_\_\_\_

3. What is the title of the pamphlet?

Answer: \_\_\_\_\_

## TWENTY

### UCLA's Catalog of the Library, 1919-1962, and the University Research Library

UCLA's CATALOG OF THE LIBRARY, 1919-1962 (Book Catalog Table: Z881 C128d)

At the end of 1962 all of the cards were taken from the University Research Library's Card Catalog, arranged twenty-one to a page in the exact order in which they were filed, and photographed. The resulting 129 volume book catalog contains the complete record of the library's holdings, by author, title, and subject from 1919 to 1962. The URL Card Catalog is a union catalog, that is, it contains a record of the holdings of the entire UCLA library system. Therefore, it is possible to learn by looking in the Catalog of the Library, 1919-1962, what each of the libraries on campus at that time had in its collection.

#### THE UNIVERSITY RESEARCH LIBRARY

The University Library at UCLA comprises a campus-wide system of libraries serving programs of study and research in many fields. Its principal components are the University Research Library; the College Library, the William Andrews Clark Memorial Library, and sixteen special libraries. The total collections number more than 4,000,000 volumes. More than 50,000 serials are received regularly, and the libraries also hold important collections of manuscripts, government publications, maps, microfilms, and other scholarly resources.

The University Research Library has been designed as an open-stack building primarily intended to serve the scholarly needs of faculty and graduate students in the humanities and social sciences. While the College Library should satisfy the basic library needs of the undergraduates, it is important to know that it is only one of the many libraries on campus and that the College Library reference librarians refer users to other resources as needed. Stack plans of URL are posted on the walls beside the elevators on each floor.

The purpose of the following assignment is to introduce an important finding tool for locating material in the UCLA libraries and to locate a specific item by call number in the stacks at the University Research Library.

ASSIGNMENT TWENTY  
UCLA's Catalog of the library, 1919-1962  
and the University Research Library

You have finished your term paper but still have to complete the bibliography. While checking your note cards you see you have some incomplete citations.

1. On your tour in Assignment One, Question 7, you identified the multi-volume, blue Catalog of the Library, 1919-1962. You go use it now, because you read a book at the University Research Library. You have the author and call number, but you didn't note the exact title. Since it's an older book you save time by checking the UCLA Catalog of the Library, 1919-1962. The title of Donald Nelson Koster's book with the call number PS338 D5K8 is:
  - a. . . . The theme of divorce in American drama, 1871-1939 . . .
  - b. From puppets to eternity
  - c. Catalog of Literature
  - d. Caviar Cruise
  - e. Careers in the theater
  
2. . . . another incomplete citation. This time all you have is the call number, but you remember that the book you need was a volume in the stacks at URL. (IT IS NOT IN THE COLLEGE LIBRARY). You walk over to URL, check the stack plans near the elevator, go to the correct floor, and find the set of books with the call number DI C86 and note that the title on the spine is:
  - a. Critica Inglese
  - b. Cronaca Storica
  - c. Storia dei Tedeschi
  - d. Critica del Novecento
  - e. Critica Storica

## The End - The Beginning

Our goals throughout this program have been to help you learn something about the library resources available to you on campus, how best to avail yourself of these resources, and above all to help you to be comfortable and at ease in the College Library. While this is the end of your course, it is only the beginning of your association with the library. You have learned where we are and something about what we are and what we have to offer. There is much more, however, and it is important for you to know that we can assist in ways that may not have been indicated in this relatively short course; check with us, for example, if you have any problems with your term papers. We're here to help, so keep us in mind. Good luck.